

Data Dictionary

This dictionary has been compiled to encourage consistency in terminology used by CMHC's, all departments of KDMHMRS, and UK Research and Data Management Center (RDMC).

NOTE: In all definitions, the "Garbage-in, garbage-out" rule applies. The information submitted to the Human Resources, Client and Event data sets is accepted as correct. A field within the data set is accurate if it contains a code that is valid for that field. Example: The system cannot verify that the client is male or female, only that a correct code (male / female) has been entered. The correct code then is considered "accurate" and the fact that the client is male is "correct". It is the responsibility of the centers to insure the highest degree of correctness and completeness when submitting data.

Term to be Defined	Definition and Notes
Accuracy	A field is accurate if it contains a code that is valid for that field. A Data Submission is accurate if ALL fields considered for accuracy have less than 5% invalid codes. (inaccurate fields / total fields considered)
Admission Date	The date the client received the first service which includes the initial interview.
Adolescent	A client whose age at the time of service is equal to or greater than 13 years or equal to or less than eighteen years.
Adult	A client whose age at the time of the service is equal to or greater than 18.
Age	Determine by the difference (in months, divided by 12) between the birth date of the client and the date of the service. NOTE: this means that some clients may be included in more than one age category
Age of First Use	The age of the client when the applicable drug (primary, secondary, tertiary) was first used.
Bond	A legal engagement in writing to fulfill certain conditions.
Center	CMHC (Community Mental Health Center) (same as Region)
Child	A client whose age at the time of the service is equal to or less than 12. NOTE: for some indicators, child and adolescent populations may need to be combined.
Client	An individual who has received a service or been in contact with a center. NOTE: very few clients (even status 2 clients) are entered in the system without a service.
Client Status 2	Clients who have been 'seen' by a center, but has no treatment plan yet. While most of these clients will have received a service, only a minimum of demographics are required for this level of client.
Co-Dependent / Collateral	A client who is seeking help due to a relationship with a substance abuser. In this case, the client may not be a user.
Completeness	A Data Submission is complete if ALL fields required to be complete contain 95% or more valid codes other than Unknown / Not Collected. Each field is considered separately, but the failure of a single field results in the failure of that Data Submission (incomplete count / total records for field)
Deaf	The presence of a significant hearing loss which impairs someone's practical use of auditory communication for daily communication. According to the National Association of the Deaf, "Deaf" refers to those who are unable to hear well enough to rely on their hearing and use it as a means of information."
Deaf and Hard of Hearing	This population includes clients who are either deaf OR hard of hearing

Demographic Fields	Unless further defined in this table, the definition in the latest Data Submission Guide is considered appropriate. Most demographic fields in the Client Data set are copies of the Federal definitions of these fields and taken from the TEDS requirements (SA reporting under HHS). NOTE: beginning with fiscal year 2003, historical client data will be retained, thus care must be taken, when deciding the client selection, whether the client was in the population at any time during the fiscal year, or in the population at the time of the service, or in the population at the end of the fiscal year. (i.e. pregnant women would be any time during the fiscal year while education would be the highest grade completed at the end of the fiscal year.)
Department	KDMHMRS (Kentucky Department of Mental Health, Mental Retardation Services)
Diagnosis Codes	ICD-9 codes. In the Event data set, up to four codes which refer to the problem being treated by the service. In the client data set, they indicate the clinicians' assessment of the client's problems. Axis I diagnoses are Clinical Disorders / Conditions; Axis II are Mental Retardation and Personality Disorders; Axis III are General Medical Conditions. All fields may be blank EXCEPT Axis I, Diagnosis 1 which must contain a valid ICD-9 code or "000.00". These fields should be updated at the completion of a treatment plan or as other symptoms are discovered.
DMHMRS Modifier	This is a Department developed code that defines in more detail the event / service provided. See Appendix E.
Drug Type Code	The client's top (one, two or three) substance abuse problem(s) at the time of admission. If the client has a substance abuse diagnosis, this field is required. NOTE: These fields should be updated during the client's treatment program.
DUI Conviction	A client who is in a program as a result of a DUI conviction.
Education	The highest grade COMPLETED by the client. This field should be updated at the end of each school year.
Employment	The client's current employment status. This should be updated as the client's employment status changes.
Event	A single service or episode of care provided to a client. NOTE: an event may include more than one Unit of Service, but generally does not exceed more than a single day.
Frequency of Use	How often the client admits to using the applicable drug (primary, secondary, tertiary) at the time of admission. NOTE: These fields should be updated during the client's treatment program.
Hard of Hearing	The presence of a significant hearing loss which impairs auditory communication, hard of hearing refers to those who rely on their residual hearing and speech for communication. This distinction between deaf and hard of hearing is not a medical or auditory one but a reflection of communication preference and cultural identity.
HCPCS Procedure Code	This is the HCPCS (Healthcare Common Procedure Classification System) or CPT (Current Procedural Terminology) or Medicaid service code used to describe the service.
Hispanic Origin	The client's identification of his/her Hispanic background. Code zero if not of Hispanic origin.
ICD9 Code	International Classification of Disease, 9 th edition. Five character codes (six positions include decimal) of all currently recognized medical and behavioral health problems. See Appendix "F"
Incentive	Something that incites or has a tendency to incite to determination or action.
Incentive Bond	The obligation of Centers to provide accurate, complete and timely data to the Department and the incentive used to insure the obligation is met.
Incite	To put in motion; to move to action; spur or urge on.
IV Drug User	A client who has EVER used drugs intravenously.

Living Arrangements	The client's living arrangements at the time of admission. This should be reviewed at least every six months or when the client's living situation changes. NOTE: A new Client Data Set demographic field to indicate clients that have been 'Homeless anytime in the past 12 months' has been added to the table for Fiscal Year 2004.
Marital/Relational Status	The client's marital/relational status using the US Census categories. NOTE: Clients whose only marriage was annulled are considered "1-Single / never married"
Mental Health Client	A client who has an DSM IV Axis I or Axis II Mental Health Diagnosis or comparable ICD9 code (ICD9 code). NOTE: this definition is based solely on Client data set information and NOT on services provided. This does NOT include client's with status = 2.
Mental Retardation Client	A client who has an Axis I or Axis II Diagnosis code (ICD-9 code) that is coded as a Mental Retardation diagnosis. NOTE: this definition is based solely on Client data set information and NOT on services provided. NEW- All clients who had a service with one of the following DMHMRS Modifiers ('31', '62', '77', '79', '81', '82', '84', '86', '90', '91', '94', '95', '96', '97') OR clients with a MR diagnosis AND who had a service with a modifier = ('24', '25', '85')
Methadone / Opiate Replacement Therapy	A client who is currently in a Methadone maintenance program, opiate replacement program including Methadone, LAAM, Buprenorphine or other Opioid replacement therapy.
Organization	see Provider site
Perpetrator of Domestic Abuse	Includes all clients who admit to EVER having been a perpetrator. Formally Physical Abuse
Perpetrator of Rape / Sexual Assault / Sexual Abuse	Includes all clients who admit to EVER having been a perpetrator.
Place of Service	The location where the service occurred, not to be confused with the Provider / site which is the CMHC "primary work site" of the professional providing the service.
Population, Census	Based on the Federal Census of 2000
Population, Served	The number of unduplicated clients who were reported by the center and the reported fields met the indicated criteria. NOTE: in most cases, only clients who received a service during the time period would be considered.
Population, Targeted	Based on the number of potential clients that fit the designated indicator as agreed upon by the Center and appropriate KDMHMRS department
Pregnant Woman	A female client who admits to being pregnant. This field should be updated as soon as all treatment relating to the pregnancy has stopped.
Pregnant Woman - Due Date	The month, year (mmyyyy) of the expected birth of the child. This field should be filled in when the Pregnant Woman field is YES. If the date is more that 4 months in the past, it is considered an error.
Primary Diagnosis	This is the DSM-IVR or ICD-9 code indicating the main focus of the client's treatment. It should be updated as the focus changes and MUST be in one of the Axis diagnosis fields
Provider / site	The location of the "primary work site" of the staff member providing the service. (i.e. schools, client's home, etc are NOT considered "provider sites").
Race	Based on the code in the "Race" field in the Client data set. NOTE: only about 2.6% of Kentucky's population is NOT classified as either White or Black per the 2000 federal census.
Region	CMHC (Community Mental Health Center) (same as Center)
Rendering Professional	The ID of the individual who provided the service to the client and is either direct or contract employee of the center. The Human Resources data set (should) contains the needed demographic information for each center employee.
Route of Administration	The client's usual method of ingesting the drug. NOTE: these fields should NOT be updated during the client's treatment program

Rural Counties	Kentucky counties that have been defined by MH as rural. By default, all other counties are Urban counties. NOTE: the census has stopped defining counties as urban / rural and instead have a complicated definition of urban or rural “areas”. MH has used this definition and other criteria to determine which counties fit the Rural definition.
Service	see event
Service from Date	The date (MMDDYYYY) on which the service / event began. NOTE: since most service recorded are for a duration of 24 hours or less, the service from and service to dates are generally the same.
Service to Date	The date (MMDDYYYY) on which the service / event ended. NOTE: since most service recorded are for a duration of 24 hours or less, the service from and service to dates are generally the same.
Source of Pay	The organization(s) that will compensate the center for providing the service. Up to three may be entered for each service, but the first MUST be the expected source of the majority of the payment.
Source of Referral	Who made the primary and secondary referral of the client to the program. NOTE: the primary is required, the secondary is optional.
Special Program Indicator Program Code	A code indicating the program under which the service falls.
Substance Abuse Client	All clients who had a service with one of the following DMHMRS Modifiers ('03', '34', '35', '36', '41', '42', '53', '63', '70') OR clients with a SA diagnosis AND who had a service with a modifier = ('01', '10', '20', '50', '51', '52') NOTE: Clients with Status = 2 are included.
Substance Abuse Prior Episode	The number of prior episodes of treatment this client has had within a substance abuse program.
Timeliness	A Data Submission meets this standard if it is available to be processed on or before the required date. Client and Event data submissions are required by the last day of the month following the month for which the data is submitted (i.e. March data is due by the end of April). NOTE: Human Resource Data Submissions are NOT required monthly, therefore, no timeliness is checked for HR Submissions.
Unduplicated Clients	Each client is counted only once per summary. NOTE: if the same client is served in multiple regions, he will be counted in all regions, but only ONCE for the state total.
Units of Service	The “number” of services provided during the time covered by the Event (or service) record. See appendix E.
Veteran Status	Use zero if the client was never in the military, use “5” if the client had any military service. Military service includes Army, Navy, Air Force, Marines, Coast Guard, Public Health Service Commissioned Corps, and Coast & Geodetic Survey. According to the TEDS definition, a client is said to have veteran status IF they have had active duty service in one of the uniformed services of the U.S.
Victim of Domestic Abuse	Includes all clients who admit to EVER having been a victim. Formally Physical Abuse
Victim of Rape / Sexual Assault / Sexual Abuse	Includes all clients who admit to EVER having been a victim.
Women with Dependent Children	A <u>female</u> client who has one or more dependent children.